PERSONNEL

Index to Volume 22

NO. 1 ..... JULY, 1945

NO. 2 ..... SEPTEMBER, 1945

NO. 3 ..... NOVEMBER, 1945

NO. 4 ..... JANUARY, 1946

NO. 5 ..... MARCH, 1946

NO. 6 ..... MAY, 1946

Articles*

Absence Compensation Policy. November, p. 140

ABSENTEE CONTROL, A PROCEDURAL AID IN. *By Charles A. Wood.* November, p. 196

BENEFIT PROGRAMS IN COLLECTIVE BARGAINING. *By W. L. Kettering.* March, p. 335

BUILDING A DEMOCRATIC WORK GROUP. *By Leland P. Bradford and Ronald Lippitt.* November, p. 142

Building Executives from "the Ground Up." November, p. 190

CHANGING A STEREOTYPE IN INDUSTRY. *By Alfred J. Marrow and John R. P. French, Jr.* March, p. 305

Clerical Salaries and Office Personnel Practices in New York City. May, p. 355

COLLECTIVE BARGAINING AS AN ARBITRATOR SEES IT. *By G. Allan Dash, Jr.* July, p. 13

Collective Bargaining and Union Recognition, Extent of. May, p. 357

Company Scholarships. July, p. 68

Compensation Claims, Post-Layoff. July, p. 58

COST CONTROL, TRAINING FOREMEN IN. *By D. C. Hand and A. K. Smith.* July, p. 24

Credit Unions Look to Tomorrow. March, p. 352

Dental Service, Employee. January, p. 236

Determining Employee Interests. March, p. 295

DIFFERENT LABEL—SAME MAN. *By Richard K. Manoff.* January, p. 230

DISCIPLINING, PRINCIPLES OF. *By F. Alexander Magoun.* November, p. 161

Discrimination in Application Blanks. March, p. 274

Eliminating the "Free Riders." May, p. 354

EMPLOYEE COOPERATION IN THE IMPROVEMENT OF ADMINISTRATION, A TECHNIQUE FOR ENLISTING. *By Henry H. Farquhar.* May, p. 422

EMPLOYEE MANUALS—A KEY TO IMPROVED EMPLOYEE RELATIONS. *By Austin M. Fisher and Fred G. Rudge.* March, p. 288

EMPLOYEE SECURITY, BUILDING. *By Leland P. Bradford.* January, p. 215

EMPLOYEE SECURITY PLANS, COST ASPECTS OF. *By C. E. Jarchow.* May, p. 408

Employment, Wartime Changes in Agricultural. March, p. 308

EXECUTIVE, ON BEING A SUCCESSFUL. *By Donald C. Stone.* January, p. 260

Executive Understudies. March, p. 326

FACT-FINDING, BASIC LIMITATIONS OF. *By Bryce M. Stewart and Walter J. Couper.* March, p. 327

FOREMAN'S RESPONSIBILITIES IN THE INDUSTRIAL ORGANIZATION, THE. *Foreword by Douglas McGregor.* March, p. 296

Foreman, The Ideal. July, p. 72

Foreman Unionization, Survey on. May, p. 354

Foremen, Incentives for. March, p. 276

Foremen's Compensation. July, p. 4

Guaranteed Employment, Public Opinion and. September, p. 76

* Titles set in italics denote "Strictly Personnel" notes, brief articles, or abstracts.

Handicapped Person to the Job, Fitting the. November, p. 189
Harnessing Ideas. July, p. 47
How Old is Old? November, p. 189
Industrial Relations Budgets. March, p. 276
Industrial Symphony. July, p. 72
Interviewing, Practices in. November, p. 138
JOB EVALUATION, CHARACTERISTICS OF FACTOR COMPARISON. *By Edward N. Hay.* May, p. 370
JOB EVALUATION, FUNCTIONS AND LIMITATIONS OF. *By Robert Tilove,* January, p. 206
JOB EVALUATION, TIME-STUDY METHODS APPLIED TO. *By John A. Brash.* November, p. 178
JOB EVALUATION, TOWARD SIMPLIFIED. *By C. H. Lawshe, Jr.* November, p. 153
JOB SPECIFICATIONS, PREPARING CLERICAL. *By Marguerite Watson.* March, p. 320
Joint-Management and Profit-Sharing Plan, A. March, p. 334
Labor-Management Committee "Reconverts." September p. 76
Layoffs, War Job. July, p. 36
LEGEND OF THE BIG BAD BOSS, THE: *The Attitude of Workers Toward Authority. By Paul and Faith Pigors.* September, p. 94
LISTENING TO THE TROUBLED OR DISSATISFIED EMPLOYEE. *By Schuyler Dean Hoslett.* July, p. 52
LOCAL PERSONNEL GROUPS, DIRECTORY OF. January, p. 247
LOCAL PERSONNEL GROUPS, SUPPLEMENTARY LIST OF. May, p. 406
Maintenance of Membership, Facts About. November, p. 190
MAKING EMPLOYER-EMPLOYEE COOPERATION PRACTICABLE. *By Milton Hall and William P. Mallard.* January, p. 237
MANAGEMENT'S FUNCTIONS, SAFEGUARDING. *By Andre Maximov.* May, p. 391
Maternity Policy. November, p. 152
"Meet Miss . . ." March, p. 295
MERIT RATING, GETTING RESULTS FROM. *By Arthur R. Laney, Jr.* November, p. 171
MERIT RATING SYSTEM, FACTOR. *By William S. Davis.* March, p. 309
MERIT RATING, UNION PARTICIPATION IN. January, p. 205
MORALE, DEVELOPING. *By George D. Halsey.* January, p. 251
National Roster Looks Ahead, The. July, p. 4
Negro in Clerical Positions, Placement of the. July, p. 23
NLRA, EMPLOYER-STRIKER RELATIONSHIP UNDER THE. *By David H. Werther.* May, p. 402
NLRB CONTRACT LAW IN REPRESENTATION DISPUTES. *By David H. Werther.* November, p. 184
Occupations, Psychologically Hazardous. May, p. 356
Organization Chart, Use Your. January, p. 250
ORGANIZATION PLANNING FOR EXECUTIVE DEVELOPMENT. *By Col. E. W. Reilley.* September, p. 84
Organization, Ten Steps to Better. March, p. 334
Original Films of Frank B. Gilbreth Now Available. March, p. 287
Pension Plans Due for Overhauling?, Are. September, p. 77
Pension Plan Trends in 106 Companies, Survey Reveals. November, p. 170
PERSONNEL ADMINISTRATION, WHAT SHOULD MANAGEMENT DO TO IMPROVE? *By Stewart M. Lowry.* May, p. 430
PERSONNEL DIRECTOR AND HIS POSTWAR JOB, THE. *By F. Alexander Magoun.* September, p. 109
Personnel Director, The Qualified. November, p. 141
PSYCHIATRIC PROGRAM, ESTABLISHING AN INDUSTRIAL. *By L. E. Himler, M.D.* July, p. 30
Publications, 460 Companies Plan 25 Per Cent Increase in New. March, p. 295
Recreation Programs Planned, Expanded. March, p. 345
Recruiting Laid-Off Workers. January, p. 214
Reemployment Rights Defined. September, p. 74
Revising Executive Salaries Legally. July, p. 12
SAFETY PROGRAM, FAILURES OF THE. *By James F. Donegan.* November, p. 191
SAFETY, THE CHALLENGE OF POSTWAR. *By George Koller.* July, p. 62
Salaries in the Safety Department. July, p. 29
Seniority Status of Women in War Plants. November, p. 190
STAFF DEPARTMENTS, THE RELATION OF THE FOREMAN TO. *By John M. Pfiffner.* July, p. 59
Strikes, Incentive Bonus to Prevent. March, p. 319
Suggestion Award Practices. September, p. 75
Suggestion Awards, Determining. July, p. 5

SUPERVISION, BASIC SYMPTOMS OF INADEQUATE. *By Leland P. Bradford.* September, p. 102
Supervisors' Policy Panel. November, p. 138
SUPERVISOR'S RESPONSIBILITIES, TRAINING AND THE. *By Harold P. Zelko.* May, p. 385
SUPERVISOR TRAINING, THE SCOPE AND ORGANIZATION OF. *By Earl Planty and William McCord.* January, p. 222
Supervisory Pay Differential Policies. November, p. 139
SUPERVISORY TRAINING, ROLE-PLAYING IN. *By Leland P. Bradford and Ronald Lippitt.* May, p. 358
SUPERVISORY TRAINING, THE FUTURE OF. *By Leland P. Bradford.* July, p. 6
TB Examinations on Production-Line Basis. March, p. 319
TECHNOLOGICAL CHANGE, THE MANAGEMENT OF. *By Elliott Dunlap Smith.* May, p. 376
"The Management Ballot." January, p. 204
Training Director, The Place of the. July, p. 47
TRAINING EFFECTIVE, MAKING INDUSTRIAL GROUP. *By R. B. Cribbs.* July, p. 69
TRAINING PROGRAMS, WHAT TWI HAS LEARNED ABOUT DEVELOPING. *By Frances Kirkpatrick.* September, p. 114
Training Within Industry Report, The. January, p. 203
TWI Lessons Alive, "Refresher" System Keeps. January, p. 203
UNEMPLOYMENT INSURANCE RESERVE ACCOUNT, THE ADMINISTRATION OF AN EMPLOYER'S. *By John C. Longaker.* March, p. 292
Union Attitudes, Labor. March, p. 274
Union Contracts, Trends In. March, p. 277
Union Reconversion. July, p. 46
Union Responsibility in Britain. March, p. 275
Union's Duty to Employees. July, p. 68
UNIONS, WHY WORKERS JOIN. *By E. Wight Bakke.* July, p. 37
Vacations. November, p. 200
Vacations for Returned Servicemen. November, p. 141
VETERAN LEGISLATION, INTEGRATING COMPANY TRAINING PROGRAMS WITH. July, p. 48
VETERAN READJUSTMENT, FOREMAN'S GUIDE TO. September, p. 128
VETERAN RETURNS TO INDUSTRY, THE: *A Soldier Speaks. By Pvt. William S. Davis.* September, p. 121
Veterans and War Workers, Employment Aid for Returning. November, p. 139
Veteran's Business Plans, The Returning. November, p. 188
Veterans, Texaco's Educational Plan for Returning. July, p. 58
VISION FOR THE JOB. *By Joseph Tiffin.* January, p. 270
WAGE ADMINISTRATION, DO WE FORGET THE PRINCIPLES OF? *By Herbert S. Fuhrman.* March, p. 278
Wage and Salary Surveys, Cooperative. January, p. 204
Wage Incentives, Postwar Outlook for. July, p. 2
Wage Increases Without Higher Prices? January, p. 205
WAR LABOR BOARD DECISION TRENDS. *By Joseph Tiffin and C. H. Lawshe, Jr.* September, p. 78
War Memorial. November, p. 177
"We Invite You to Lunch . . ." July, p. 58
Welcoming Back the Striking Employee. May, p. 355
Women from Wartime Jobs, Separating. September, p. 77
Women's Earnings Since World War I. November, p. 183
Worker Opinion, Factory's *New Survey of.* January, p. 202
Work Simplification, Round-Table on. March, p. 333

Authors

BAKKE, E. WIGHT. *Why Workers Join Unions.* July, p. 37
BRADFORD, LELAND P. *Basic Symptoms of Inadequate Supervision.* September, p. 102
Building Employee Security. January, p. 215
The Future of Supervisory Training. July, p. 6
BRADFORD, LELAND P. and LIPPITT, RONALD. *Building a Democratic Work Group.* November, p. 142
Role-Playing in Supervisory Training. May, p. 358
BRASH, JOHN A. *Time-Study Methods Applied to Job Evaluation.* November, p. 178
CRIBBS, R. B. *Making Industrial Group Training Effective.* July, p. 69
DASH, G. ALLAN, JR. *Collective Bargaining as an Arbitrator Sees It.* July, p. 13

DAVIS, WILLIAM S. *Factor Merit Rating System.* March, p. 309
The Veteran Returns to Industry: A Soldier Speaks. September, p. 121
DONEGAN, JAMES F. *Failures of the Safety Program.* November, p. 191
FARQUHAR, HENRY H. *A Technique for Enlisting Employee Cooperation in the Improvement of Administration.* May, p. 422
FISHER, AUSTIN M. and RUDGE, FRED G. *Employee Manuals—A Key to Improved Employee Relations.* March, p. 288
FUHRMAN, HERBERT S. *Do We Forget the Principles of Wage Administration?* March, p. 278
HALL, MILTON and MALLARD, WILLIAM P. *Making Employer-Employee Cooperation Practicable.* January, p. 237
HALSEY, GEORGE D. *Developing Morale: The Executive's Most Important Responsibility.* January, p. 251
HAND, D. C. and SMITH, A. K. *Training Foremen in Cost Control.* July, p. 24
HAY, EDWARD N. *Characteristics of Factor Comparison Job Evaluation.* May, p. 370
HIMLER, Dr. L. E. *Establishing an Industrial Psychiatric Program.* July, p. 30
HOSLETT, SCHUYLER DEAN. *Listening to the Troubled or Dissatisfied Employee.* July, p. 52
JARCHOW, C. E. *Cost Aspects of Employee Security Plans.* May, p. 408
KETTERING, W. L. *Benefit Programs in Collective Bargaining.* March, p. 335
KIRKPATRICK, FRANCES. *What TWI Has Learned About Developing Training Programs.* September, p. 114
KOLLER, GEORGE. *The Challenge of Postwar Safety.* July, p. 62
LANEY, ARTHUR R., JR. *Getting Results from Merit Rating.* November, p. 171
LAWSHE, C. H., JR. *Toward Simplified Job Evaluation.* November, p. 153
LONGAKER, JOHN C. *The Administration of an Employer's Unemployment Insurance Reserve Account.* March, p. 292
LOWRY, STEWART M. *What Should Management Do to Improve Personnel Administration?* May, p. 430
MCGREGOR, DOUGLAS, (Foreword by). *The Foreman's Responsibilities in the Industrial Organization: A Case Study.* March, p. 296
MAGOUN, F. ALEXANDER. *The Personnel Director and His Postwar Job.* September, p. 109
Principles of Disciplining. November, p. 161
MANOFF, RICHARD K. *Different Label—Same Man.* January, p. 230
MARROW, ALFRED J. and FRENCH, JOHN R. P., JR. *Changing a Stereotype in Industry.* March, p. 305
MAXIMOV, ANDRE. *Safeguarding Management's Functions.* May, p. 391
PFIFFNER, JOHN M. *The Relation of the Foreman to Staff Departments.* July, p. 59
PIGORS, PAUL and FAITH. *The Legend of the Big Bad Boss: The Attitude of Workers Toward Authority.* September, p. 94
PLANTY, EARL and MCCORD, WILLIAM. *The Scope and Organization of Supervisor Training.* January, p. 222
REILLEY, Col. E. W. *Organization Planning for Executive Development.* September, p. 84
SMITH, ELLIOTT DUNLAP. *The Management of Technological Change.* May, p. 376
STEWART, BRYCE M. and COUPER, WALTER J. *Basic Limitations of Fact-Finding.* March, p. 327
STONE, DONALD C. *On Being A Successful Executive.* January, p. 260
TIFFIN, JOSEPH. *Vision for the Job.* January, p. 270
TIFFIN, JOSEPH and LAWSHE, C. H., JR. *War Labor Board Decision Trends.* September, p. 78
TILOVE, ROBERT. *Functions and Limitations of Job Evaluation.* January, p. 206
WATSON, MARGUERITE. *Preparing Clerical Job Specifications.* March, p. 320
WERTHER, DAVID H. *NLRB Contract Law in Representation Disputes.* November, p. 184
Employer-Striker Relationship Under the NLRA. May, p. 402
WOOD, CHARLES A. *A Procedural Aid in Absentee Control.* November, p. 196
ZELKO, HAROLD P. *Training and the Supervisor's Responsibilities.* May, p. 385